

Milford Police Station Building Design Committee

Meeting Minutes: 5/27/2004

Attendance:

Mary Albina: Y
Katie Chambers: Y
Kent Chappell: N
Gary Daniels: N
Geri Dickerman: Y
Chief Douglas: N

Captain Fortin: Y
Craig Frye: N
Jessica Hejtmanek: Y
Bill Kokko: Y
Bill Parker: N
Steve Sareault: Y
Joe Stella: Y

Chairman Stella called the meeting to order at 7pm.

Steve made a motion to accept the 5/20/04 meeting minutes. Geri seconded it. The motion carried.

Discussion turned to the thirteen proposals that were submitted and reviewed by the committee. The committee decided that the purpose of this evening's meeting was to try to come a consensus about which firms should be invited for an interview. The pros and cons of the various proposals were weighed. By the end of the meeting, it appeared that the proposal were divided into three categories: not to be invited for an interview; maybe to be invited for an interview; and yes, should be invited for an interview. Due to the fact that no definitive resolution was made on which firms to invite for an interview, the group decided that they should take another week to review the proposals in more detail, paying special attention to those that were in the "maybe" category.

Steve recommended that we begin the process of looking for a construction management company and that we solicit statements of interest and qualifications. He offered to draft a solicitation letter and said he would send it to everyone via email for review. Steve also indicated that the company that he is employed by is considering bidding on this job and asked the committee at what point would it be appropriate for Steve to step out of the process to avoid any conflict of interest. Steve indicated that staying on the committee is important to him and that his employer has offered to not bid on the work should Steve decide that staying on the committee is a priority for him. Many committee members recognized the value that Steve brings to the committee. After some discussion, Joe stated that until is clear whether or not the company will bid on the job, Steve may stay on. Joe added that we will keep an open dialogue about this issue to avoid any future or potential conflicts.

Geri asked Katie if she had found out any information about the fuel tanks that are located on the GSS site. Katie said that she had spoken to Mike Trojano and he informed her that they had been replaced and that he has all the documentation. A question was raised about whether school is responsible for removal. Katie said that while speaking with Mike, he asked why couldn't reuse them. Discussion about this question ensued and the committee decided they should further investigate this possibility. The survey work that is to be completed soon will provide more information about the tanks.

Captain Fortin handed out plans/designs for Hillsborough Police Station and notes that were written by Lee Mayhew when he had visited the site. Joe asked Capt. Fortin to confirm that Hillsborough site visit is scheduled for the 9am on June 9th (8:30am departure from Milford PD) is still ok and committee members agreed that that date worked well. The meeting was adjourned at 9:05pm.

Submitted,
Jessica Hejtmanek
Committee Secretary